

Parks, Recreation & Forestry Department

City Hall, Room 510
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Green Bay WI 54301

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Date: January 2016
To: Summer Aquatics Staff
From: Ann M. Moeller, Recreation Supervisor
Re: 2016 Summer Employment

Welcome 2016 Green Bay Parks, Recreation & Forestry Aquatic Staff! I hope that you will find working at the pool this summer will not only be rewarding but a lot of fun as well!

I will be hiring lifeguards and concessionaire/facility attendants. I encourage you to refer friends to apply who you feel would be a positive addition to our staff. Applications must be submitted through the City of Green Bay Human Resources website.

Pools will be open for the season on Saturday, June 11, 2016.

Staff must attend in-services required for their position. Failure to attend training will result in positions being offered to different candidates. Please mark your calendar with the following schedule training dates. The Park Shop is located at 919 North Crocker Street. Go north on Ashland Avenue to James Street, west to Crocker Street, and north to Park Shop.

When	What	Who	Where
Monday, May 23 4:00-7:00 p.m.	Pool Director Meeting Pizza Provided!	All full-time and sub Pool Directors	City Hall, 5 th Floor, Room 510, PRF Conference Room
Tuesday, May 31 5:00-8:00 p.m.	All Staff Orientation/Bloodborne Pathogen Training	<u>Everyone!</u> All full-time & subs	Park Shop 919 N. Crocker Street
Saturday, June 4 9:00 a.m.-5:00 p.m.	Lifeguard In-Service (includes CPR, Lifeguard Review Course, and in-water training)	All lifeguards Bring \$27 for recertification	<u>9 a.m.-12 p.m.:</u> Park Shop, 919 N. Crocker Street <u>12-1 p.m.:</u> Lunch break <u>1-5 p.m.:</u> In-water training, Pool to be determined
Monday, June 6 4:30-7:30 p.m.	Concessionaire Training	Concessionaires	Resch Aquatic Center
Tuesday, June 7 4:30-7:30 p.m.	Concessionaire Training	Concessionaires	Joannes Aquatic Center
Wednesday, June 8 4:30-7:00 p.m.	In-Water Swim Instructor Training	<u>Anyone</u> interested in teaching swim lessons	Resch Aquatic Center
Saturday, June 11 12:00 p.m.	POOLS OPEN!	EVERYONE!	All Pools

The Department of Health & Family Services requires aquatic facilities to provide ongoing training to lifeguards. **Three all-staff in-service training sessions will be held throughout the summer, and lifeguards are required to attend.** Missing all-staff in-service training sessions, group trainings, or skill reviews will result in disciplinary action and a reduction of hours. Missed in-services are never “excused”, and they are impossible to “make-up”. In-service dates are listed below. Please plan accordingly. Mark your calendars now and please refrain from making any other plans on these days.

All in-services will be Friday mornings 9:30-11:30 a.m. These trainings are for lifeguards only.

Colburn Pool Staff
June 17, July 22, August 5

Joannes Aquatic Center Staff
June 17, July 8, August 5

Resch Aquatic Center Staff
June 24, July 15, August 12

Pool staff assignments will be sent out in May. Please note: your ONLY option to make up a missed training is to attend a different pool's training in THE SAME MONTH. This is by permission only and must be preapproved by your pool director.

This year Green Bay Kids' Day is on Friday, June 24. This is a required work day for all staff.

- If anyone is interested in becoming lifeguard-certified or knows someone who is, our department is offering multiple classes before summer. The first is March 11-13 and 19-20, 2016, from 9 a.m.-5 p.m. The fee is \$105 for current employees and \$140 for new staff, which includes the book. Contact Ann for additional class information and the dates for future classes.

STAFF SHIRTS

Staff shirts will be for sale at the front counter in the Parks, Recreation, & Forestry Office during normal business hours of 8 a.m.-4:30 p.m., Monday through Friday, and at your pool staff in-service trainings. It will be quicker to purchase them at our front counter, and you are highly encouraged to purchase them ahead of time.

Shirt pricing is as follows:

Lifeguard Tank Top	Red 100% cotton	\$ 6.00
Lifeguard T-Shirt	White 100% cotton	3.25
FA/CA T-Shirt	Green 50/50	4.50
City of Green Bay Sweatshirt	Gray 50/50	10.50
Pool Director Shirt	Navy 50/50	8.75
Whistle with Lanyard		2.75

All staff will receive one like-kind shirt FREE (except sweatshirts) with the purchase of your first shirt. Call Ann if you have questions on which staff shirts you need and if a whistle is required in your position. Facility Attendants at Joannes and Resch will need a whistle.

All staff will receive lanyards at the all staff meeting.

SWIMSUITS

- Men will wear an all red boxer type suit.
- Women will wear a solid red one-piece suit – no designs or stripes.
- Red suits with lifeguard logo must be worn when teaching lessons.
- A lifeguard logo is not necessary for guarding.

The Lifeguard Store is offering very special pricing on lifeguard suits for both men and women. To take advantage of this offer, you must use the link on the seasonal staff page on our website at www.greenbaywi.gov/parks.

If you are interested in applying for a Pool Director position (full-time or sub), please call me to set up an interview prior to April 1, 2016.

If you have any questions, or if after accepting a job offer with us you find you are unable to fulfill your commitment, please let me know as soon as possible at 448-3385 or email annmo@greenbaywi.gov. Also, please notify me if you have added or plan on adding any certifications (Lifeguard Training and/or WSI) to change your job classification.

I hope your winter/spring has been good so far. I'm looking forward to seeing all of you very soon!